

# Anna XXXX

## EDUCATION

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**University of Wisconsin-Madison** | Madison, WI *Spring 20XX*  
Bachelor of Arts: Music Performance (Violin)

- GPA: 3.77 / 4.0, Deans List for 4 semesters

## WORK EXPERIENCE

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**Grace Presents** | Madison, WI November 20XX - Present  
Program Director

- Plan and execute a monthly music concert series on the Capitol Square
- Oversee day-of production, volunteers, live streaming, and scheduling
- Handle social media, advertisements, emails, donor relations, and grant applications

**University of Wisconsin-Madison** | Madison, WI March 20XX – January 20XX  
Live Stream Coordinator | Mead Witter School of Music

- Coordinated live stream performances and implemented streaming protocol
- Managed social media by curating content and distributing promotional material

**LunART, Inc.** | Madison, WI May 20XX – Present  
Event Production Intern

- Support team in the planning and execution of virtual and live performances
- Facilitate communication between team and guest artists
- Track project progress to ensure timelines are followed and updated accordingly

**University of Wisconsin-Madison** | Madison, WI September 20XX – May 20XX  
Stage Crew | Mead Witter School of Music

- Stage managed performances in the Mead Witter School of Music
- Operated state of the art technological equipment in the new Hamel Music Center

## OTHER RELEVANT EXPERIENCE

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**Virtual Benefit Concert** | Madison, WI May 20XX  
Director

- Coordinated, produced, and edited a 50-minute virtual concert featuring 17 performers
- Designed, marketed, and promoted advertising materials
- Fundraised and donated over 8,000 meals to food banks in southern Wisconsin

**Study Program** | Mead Witter School of Music | Madison, WI September 20XX – Present  
Founder

- Provided free tutoring, study materials, and classes on musicology and music theory to over 100 music students
- Hosted guest lecturers and additional classes based on student need and interest

## SKILLS

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Microsoft Word, Excel, and PowerPoint (Advanced), Canva (Advanced), Adobe Illustrator, Photoshop, and InDesign (Proficient)